

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - REGULAR MEETING – FEBRUARY 18, 2016**

**CALL TO ORDER:**

The Regular Meeting of the South Monmouth Regional Sewerage Authority is called to order at 5:48 p.m. on Thursday, February 18, 2016.

**Announcement:**

This meeting is called in accordance with the provisions of the Open Public Meetings Act in that an announcement of the same has been mailed to the Asbury Park Press, the Coast Star; and to the Clerks of our member municipalities on January 21, 2016. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

**Present:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

Messrs. Bonello, Bujak, and Ruppel.

**REORGANIZATION:**

Chairman Thompson asked the Nominating Committee to offer their nominations. Commission McLean cited the nominations for the SMRSA 2016 Officers as follows:

Chairman	Thomas B. Nicol
Vice Chairman	Michael Mattia
Secretary	Mary L. Burne
Treasurer	E. Gene Cory
Assistant Secretary	Michael J. Ruppel

Chairman Thompson asked if there were any nominations from the Board or floor, hearing none, Commissioner Mattia made the motion to close the nominations. Commissioner McLean seconded the motion.

**1. RESOLUTION #09-16**

Commissioner McLean made the motion to appoint Commissioner Nicol as Chairman, Commissioner Mattia as Vice Chairman, Commissioner Burne as Secretary, Commissioner Cory as Treasurer and Executive Director, Michael Ruppel as Assistant Secretary. Commissioner Nicol seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**TRANSFER OF CHAIRMAN:**

Chairman Nicol assumed his new position as Chairman and appointed the SMRSA 2016 Committee Assignments as follows:

**Engineering Committee**

Kevin Lynch – Chairman  
Mary L. Burne  
Kevin Lynch  
Gary McLean  
Thomas B. Nicol  
\*Michael Mattia (1)  
\*Kevin Thompson (2)

**Human Resources Committee**

E. Gene Cory - Chairman  
Michael Mattia  
Mary L. Burne  
E. Gene Cory  
Ken Farrell  
\*Kevin Lynch (1)  
\*Kevin Thompson (2)

**Finance Committee**

Ken Farrell – Chairman  
Thomas B. Nicol  
Kevin Lynch  
Michael Mattia  
\*Mary L. Burne (1)  
\*Kevin Thompson (2)

**Executive Committee**

Gary McLean – Chairman  
Kevin Lynch  
E. Gene Cory  
Kevin Thompson  
\*Thomas B. Nicol (1)  
\*Mary Burne (2)

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\* (1) Alternate #1

\* (2) Alternate #2

**2. RESOLUTION #10-16**

Commissioner Nicol made the motion

**BE IT RESOLVED**, that the following South Monmouth Regional Sewerage Authority Caucus and Regular Meeting dates have been approved for 2016/2017 calendar years.

Thursday, March 10, 2016  
Thursday, April 14, 2016  
Thursday, May 12, 2016  
Thursday, June 9, 2016  
Thursday, July 14, 2016  
Thursday, August 11, 2016  
Thursday, September 8, 2016  
Thursday, October 13, 2016  
Thursday, November 10, 2016  
Thursday, December 8, 2016  
Thursday, January 12, 2017  
Thursday, February 9, 2017

Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

3. **RESOLUTION #11-16**

Commissioner Cory made the motion

**BE IT RESOLVED**, that the financial institutions listed below be and are hereby designated as the Authority's Official Depositories effective February 12, 2016 until the 2017 Reorganization Meeting:

**Depositories**

Manasquan Savings Bank  
New Jersey Cash Management Fund  
Ocean First Bank  
Provident Bank  
TD Bank

**BE IT FURTHER RESOLVED**, that the Authority's Finance and Administration Manager and/or Executive Director have the authority and empowerment to communicate with the aforementioned Official Depositories to conduct wire transfers of funds between such institutions for the purpose of cash management and maximizing interest income based upon short-term financial needs of the Authority. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

4. **RESOLUTION #12-16**

Commissioner Lynch made the motion

**BE IT RESOLVED**, that the Authority's Officers and the Finance and Administration Manager are named as the Authority's Official Signatories for the following Authority's Financial Accounts.

With respect to the *OPERATING* Account, any three (3) of the following Authority Officers with a minimum of one (1) live signature: Chairman, Vice-Chairman, Secretary, Treasurer, or Assistant Secretary as signatories.

With respect to the *PAYROLL* Account, any one (1) of the following Authority Officers or Staff Members live signature: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary or Finance and Administration Manager as signatories.

With respect to the *SPECIAL OPERATING* Account, any one (1) of the following Authority Officers or Staff Members live signature: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary or Finance and Administration Manager as signatories.

**FINALLY BE IT RESOLVED**, that the afore-referenced officers and staff members be and are hereby authorized as outlined above to sign, make, draw, accept or endorse on behalf, or in the name of the Authority, any and all checks, notes, drafts, bills of exchange, acceptances, orders or other instruments for the payment of money or the withdrawal of funds base on the financial needs of the Authority. Commissioner Farrell seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**5. RESOLUTION #13-16**

Commissioner McLean made the motion,

**BE IT RESOLVED**, that the following newspapers be and are hereby designated as the Authority's Official Newspapers:

The Asbury Park Press  
The Coast Star  
The Star Ledger

Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**6. RESOLUTION #14-16**

Commissioner Burne made the motion,

**BE IT RESOLVED**, that the Executive Director is hereby authorized to maintain a Petty Cash Fund (\$350.00) and a Special Operating Account (\$2,000.00) for incidental cash outlays and charges. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**7. RESOLUTION #15-16**

Commissioner Mattia made the motion to approve the re-appointment of Bernard J. Bujak as Qualified Purchasing Agent for the Authority. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**8. RESOLUTION #16-16**

Commissioner Farrell made the motion to approve the appointment of Ferraioli, Wielkotz, Cerullo and Cuva, P. A.

based on their proposal dated December 1, 2015 to serve as Auditor for the Authority as well as conduct the FY15 Audit. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**9. RESOLUTION #17-16**

Commissioner Thompson made the motion to approve the appointment of Dilworth Paxson L.L.P based on their proposal dated December 4, 2015 to serve as Bond Counsel for the Authority. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**10. RESOLUTION #18-16**

Commissioner Cory made the motion to approve the appointment of Manna & Bonello based on their proposal dated November 30, 2015 to serve as consulting Legal Attorney. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**11. RESOLUTION #19-16**

Commissioner Lynch made the motion to approve the appointment of Cleary, Giacobbe, Alfieri, Jacobs, LLC based on their proposal dated December 15, 2015 to serve as consulting Labor Attorney. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Lynch, Mattia, McLean, Nicol and Thompson.

**Abstained:**

Commissioner Farrell.

**12. RESOLUTION #20-16**

Commissioner McLean made the motion to appoint Mr. Charles Casagrande of the Danskin Agency to serve as the Authority's Risk Management Consultant in accordance with the NJUAJIF Fund's bylaws at a fee rate of 6% of the Authority's assessment payable from its premium. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**13. RESOLUTION #21-16**

Commissioner Burne made the motion to approve the appointment of QC Laboratories based on their proposal dated December 11, 2015 to provide Water Quality Based Laboratory Testing Services for the Authority. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**14. RESOLUTION #22-16**

Commissioner Mattia made the motion to approve the appointment of Air Nova, Inc. based on their proposals dated December 11, 2015 to provide Air Quality Based Laboratory Testing Services for the Authority. Commissioner McLean seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**15. RESOLUTION #23-16**

Commissioner Farrell made the motion to approve the appointment of Coastal Solutions, Inc. based on their proposal dated December 10, 2015 to provide Information Technology and Computer Services for the Authority. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**16. RESOLUTION #24-16**

Commissioner Thompson made the motion to approve the Pre-qualifying Consulting Engineering Firms listed below in a non-procurement action effective February 12, 2016 until the date of the 2017 Reorganization Meeting under a Non-Fair and Open Solicitation:

Alaimo Group  
CDM Smith, Inc.  
C.M.E. Associates  
T&M Associates

Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**TREASURER'S REPORT:**

**1. RESOLUTION #25-16**

Commissioner Cory made the motion

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #14-15 in the total amount of \$65,122.72 is hereby approved for transfer from the 2015 Revenue Fund to the Operating Fund in satisfaction of all 2015 is hereby approved for transfer attached hereto and made a part thereof as of this date.

**BE IT FURTHER RESOLVED**, that bills listed in the aforesaid Revenue Fund Requisition is hereby approved for payment.

Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**2. RESOLUTION #26-16**

Commissioner Cory made the motion

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #02-16 in the total amount of \$295,059.83 is hereby approved for transfer as follows:

1. That \$151,390.19 is transferred from the Revenue Fund to the Operating Fund in satisfaction of all approved bills attached hereto and made a part thereof as of this date.
2. That \$143,669.64 is transferred from the Revenue Fund to the Payroll Fund to reimburse the Authority for the prior month's gross payroll and employer payroll taxes.

**BE IT FURTHER RESOLVED**, that bills listed in the aforesaid Revenue Fund Requisition is hereby approved for payment. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**3. RESOLUTION #27-16**

Commissioner Cory made the motion

**BE IT RESOLVED** by the South Monmouth Regional Sewerage Authority that Construction Project Fund Requisition CPF #02-16 in the total amount of \$57,575.01 is hereby

approved for payment from the Construction Project Fund. Commissioner Farrell seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**SECRETARY:**

**1. MEETING MINUTES**

Commissioner Burne made the motion to approve the January 14, 2016 Connection Fee Hearing transcription as written. Commissioner Mattia seconded the motion. On voice vote all Commissioners voted aye.

**2. MEETING MINUTES**

Commissioner Burne made the motion to approve the January 14, 2016 SMRSA Caucus & Regular Meeting Minutes as written. Commissioner Mattia seconded the motion. On voice vote all Commissioners voted aye.

**BUSINESS:**

**1. RESOLUTION #28-16**

Commissioner Lynch made the motion to acknowledge Employee William R. Brady for Exemplary Performance and Dedication to the Authority for Twenty-Five Years of Service. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**2. RESOLUTION #29-16**

Commissioner McLean made the motion to acknowledge Employee Raymond A. Horner for Exemplary Performance and Dedication to the Authority for Thirty-Eight Years of Service. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**3. RESOLUTION #30-16**

Commissioner Burne made the motion to ratify the actions of the Executive Director in severing the employment relationship between the Authority and Employee Number 47531 effective February 2, 2016. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.



**4. RESOLUTION #31-16**

Commissioner Mattia made the motion to ratify the hire of Mr. Declan Kennedy for the Apprentice II Vacancy. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**5. RESOLUTION #32-16**

Commissioner Mattia made the motion to amend the Authority's Family and Medical Leave Policy. Commissioner Farrell seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**6. RESOLUTION #33-16**

Commissioner Farrell made the motion to approve an Amendment with JCP&L for a "Pay-Now" Refundable Line Extension Contract for the Belmar Pump Station Upgrades. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**7. RESOLUTION #34-16**

Commissioner Thompson made the motion to authorize the Sale of Surplus Property No Longer Needed for Public Use. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

**PUBLIC PORTION:**

It was moved by Commissioner Lynch and seconded by Commissioner Farrell to open the public portion of the meeting. All Commissioners voted aye. A motion was made by Commissioner Mattia, and seconded by Commissioner Thompson, to close the public portion of the meeting. All Commissioners voted aye.

**ADJORNMENT:**

Commissioner Mattia made the motion to adjourn the Regular Meeting. Commissioner Cory seconded the motion. All Commissioners voted aye. The time was 6:00 p.m.